

INSTRUCTIONS FOR THE CANNABIS EVENT ORGANIZER LICENSE APPLICATION

Cannabis Event Organizer: In order to obtain a temporary cannabis event license, the event organizer must first apply for and obtain a cannabis organizer license.

SECTION A- APPLICANT/BUSINESS INFORMATION

Business Organizational Structure

All applicants are required to identify their business organizational structure. (See Required Attachments)

Business Contact Information

If an individual, the first and last name of the applicant must be provided. If the applicant is a business entity, then the full legal business name is required. The applicant business name must be identical to the name listed on the business-formation documents submitted to the Bureau. The applicant must provide the physical address of the premises, and the mailing address if it is different. The applicant must also provide the business website address, email address, and telephone number.

Social Security Number/Individual Taxpayer Identification Number/Federal Employer Identification Number

Each applicant must provide a valid United States Social Security Number (SSN), an Individual Taxpayer Identification Number (ITIN), or a Federal Employer Identification Number (FEIN), before an application can be approved.

SECTION B- PRIMARY CONTACT PERSON

The primary contact is the individual who is designated as the person the licensing entities can contact for information regarding the business. The applicant must provide the primary contact's name, title, telephone number, and email address.

SECTION C- DECLARATIONS

Limited Waiver of Sovereign Immunity

If the applicant is a federally recognized tribe or other sovereign entity, a waiver is required. (See Required Attachments)

Labor Peace Agreement

If the business has 20 or more non-supervisory employees, the applicant must attest that they have entered or will enter into a labor peace agreement and will abide by its terms. (See Required Attachments)

SECTION D- OWNER INFORMATION

An owner is defined as a person with an aggregate ownership interest in the commercial cannabis business of 20 percent or more, unless the interest is solely a security, lien or encumbrance.

- A person with an aggregate ownership interest of 20 percent or more in the person applying for a license or a licensee,

unless the interest is solely a security, lien or encumbrance.

- The chief executive officer of a nonprofit or other entity (i.e. corporation).
- A member of the board of directors of a nonprofit.
- An individual who will be participating in the direction, control, or management of the person applying for a license.
- An owner who is an individual participating in the direction, control, or management of the commercial cannabis business

included any of the following:

- A partner of a commercial cannabis business that is organized as a partnership.
- A member of a limited liability company of a commercial cannabis business that is organized as a limited liability company.
- An officer or director of a commercial cannabis business that is organized as a corporation.

Each owner must complete an Owner Submittal form and must electronically submit fingerprint images to the Department of Justice (DOJ). The applicant must use the live scan form provided by the Bureau.

Live Scan locations can be found at: <https://oag.ca.gov/fingerprints/locations>

SECTION E- NON-OWNERS WITH A FINANCIAL INTEREST IN THE BUSINESS

The applicant must provide a list of all non-owner individuals with a financial interest in the cannabis business. A financial interest means an investment into a cannabis business, a loan provided to a cannabis business, or any other equity in a cannabis business but not qualified as an owner. The applicant must provide the following information for all non-owners with a financial interest: their name, date of birth, type of government issued identification form, and the identification number.

SECTION F- FICTITIOUS BUSINESS NAMES

The applicant must provide a list of all fictitious business names they will operate under and the location of the businesses.

SECTION G- LICENSING FEE DETERMINATION

Licensing Fees will be determined by the number of events held.

SECTION H- REQUIRED ATTACHMENTS/DOCUMENTS

Business Formation Documents

Applicants are required to provide a copy of all business formation documents (by type).

- **Sole Proprietor:** Fictitious Business Name form filed with local business permit office.
- **Corporation:** Articles of Incorporation, Statement of Information, Certificates of Stock and a Statement and Designation by Foreign Professional Corporation (if applicable).
- **Limited Liability Company:** Articles of Organization.
- **Limited Partnership:** Certificate of Limited Partnership, Partnership Agreement and Operating Agreements.
- **General Partnership:** Partnership agreement, Statement of Partnership Authority.
- **Limited Liability Partnership:** Partnership Agreements, Application to Register as a Limited Liability Partnership.
- **Foreign Corporation:** Certificate of Qualification issued by the Secretary of State.

Labor Peace Agreement

A copy of the labor peace agreement for applicants who have entered into such an agreement must be provided. For applicants who have not yet entered into a labor peace agreement, the applicant shall provide a notarized statement indicating the applicant will enter into a labor peace agreement and abide by the terms of the labor peace agreement.

Limited Waiver of Sovereign Immunity

If an applicant can assert a defense of sovereign immunity, the applicant must submit a written limited waiver of sovereign immunity to the Bureau with any license application or renewal, which must be valid for the period of the license. The written waiver must include they will abide by all state laws, rules, and regulations governing commercial cannabis activity. The applicant must provide proof that they have the lawful authority to enter into the waiver and the waiver must be signed and dated by the authorized person.

Financial Information Form

Applicants are required to provide a list of all investments, loans, funds, and gifts associated with the cannabis business. Download the form from the Bureau's forms page, complete and submit a completed form with the application.

Additional Information

Incomplete Application

If the application is incomplete, a notification will be sent to all owners listed on the application with details regarding the information still needed to process the application. Notification of incomplete information on an Owner Submittal will only be sent to the specific owner.

Withdrawal of Application

If the applicant wishes to withdraw the submitted application, a written withdrawal request, including the date and signature of at least one owner must be submitted.

License Approval

Upon approval of the application, the applicant will be required to pay a license fee, which is independent of the application fee. Once the license fee is received, the license number will be issued to the applicant. The applicant may not conduct any cannabis activity until a license is received from the Bureau.